

REPORTING TO PARENTS/GUARDIANS

Report Cards

General

1. It is urged that additional written and verbal communications between the school staff and parents be conducted according to the needs of the student.
2. A copy of the last report card or a list of grades are to be placed in the child's permanent record at the end of the school year or when the child leaves the school during the year.

Kindergarten

1. A report card is to be given to parents/guardians a minimum of three times during the school year.
2. The first report card is to be given to the parents prior to or during the parent/guardian, teacher conference.
3. A parent orientation meeting is to be scheduled in each kindergarten.

Primary Grades 1-3

1. A report card is to be given to parents/guardians a minimum of three times during the school year.
2. The first report card is to be given to the parents prior to or during the parent/guardian, teacher conference.
3. Mid-trimester progress reports are to be sent to all parents/guardians.

Grades 4-6

1. A report card is to be given to parents/guardians a minimum of three times each school year.
2. Mid-trimester progress reports are to be sent to all parents/guardians.
3. The first report card is to be given to parents/guardians prior to or during the parent/guardian, teacher conference.

REPORTING TO PARENTS/GUARDIANS (continued)

Grades 7-8

1. A report card, using letter grades, symbols, and commentary, is to be given to parents/guardians a minimum of four times each school year.
2. Mid-quarter progress reports are to be sent to all parents/guardians.
3. The grades to be used on the report card include: A, B, C, D, F, and Incomplete.

Parent/Guardian, Teacher Conferences

In order to provide a more comprehensive report of student progress to parents/guardians, the district requires each teacher to schedule a minimum of one parent/guardian, teacher conference within 30 days of the end of the first grading period.

Planning Parent/Guardian, Teacher Conferences

1. The principal shall be responsible for the over-all planning (with his/her staff) of parent/guardian conference scheduling, in order to alleviate and/or minimize schedule conflicts.
2. The principal shall be available, when needed, to assist teachers with parent/guardian conferences.
3. In specific cases, the teacher may request a three-way parent conference (parent/guardian, teacher, principal) instead of the normal two-way conference. It is the responsibility of the teacher to make arrangements with the principal in these situations.
4. Teachers are permitted to use Standards Test Scores and Benchmark results in a constructive manner to inform parents of general pupil progress.
5. Teachers (all) must remain on school premises until the regular teacher dismissal time.
6. In cases where teachers do not have a full schedule of conferences, they should use this time preparing information for future conferences.
7. Teachers are encouraged to request additional parent-teacher conferences during the school year, whenever he/she feels that a parent/guardian conference will benefit the academic progress of a specific student.